

---

# **DRYDEN FLIGHT RESEARCH CENTER**

## **DRYDEN ORGANIZATIONAL CHAPTER FOR THE OFFICE OF THE CENTER DIRECTOR**

### **CHAPTER 01**

---

#### **CONTENTS**

- 1.0 Organization Chart
- 2.0 Mission Statement
- 3.0 Functional Responsibilities
- 4.0 Management System Objectives
- 5.0 Collateral Objectives
- 6.0 Support Agreements
- 7.0 Performance Indicators
- 8.0 Procedure List
- 9.0 External Agreements
- 10.0 Training
- 11.0 External Documents
- 12.0 Records

**Approved by Center Director**

**Electronically Approved by Associate Director**

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

### DOCUMENT HISTORY LOG

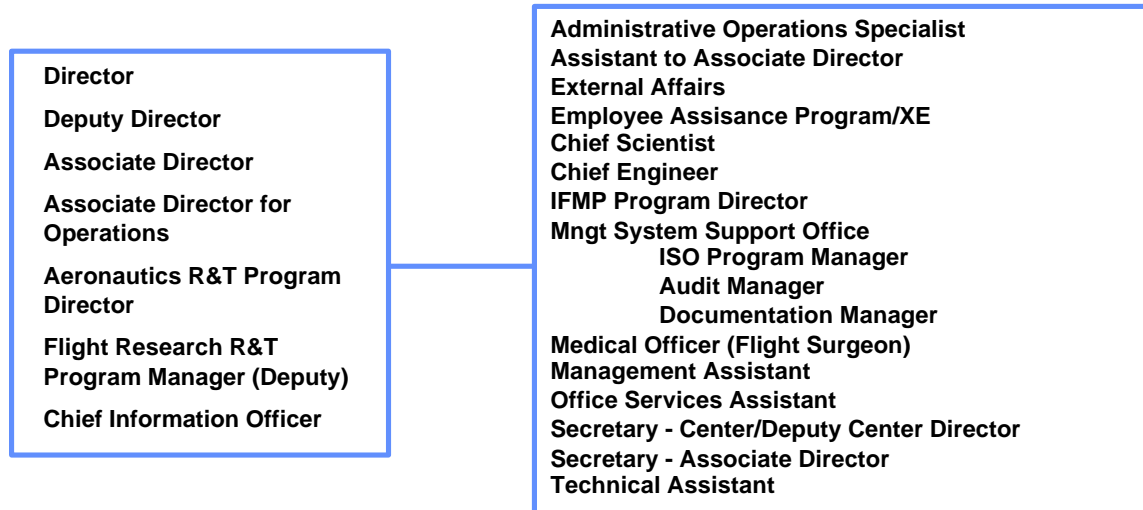
This page is for informational purposes and does not need to be retained with the document.

<b>Status (Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Date Approved</b>	<b>Description</b>
Baseline		2/07/99	
Revision	A	See IDMS Document Master List	Revised or completed sections 1.0, 3.0, 6.0, 7.0, 8.0 and 9.0

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

## 1.0 ORGANIZATION CHART

### Dryden Flight Research Center — Office of the Center Director



## 2.0 MISSION STATEMENT

The Office of the Center Director is responsible for providing Dryden with leadership and management oversight for the conduct of atmospheric flight research. Dryden is the home of several unique national assets as well as world class aeronautic research aircraft and facilities. The Center budget is in excess of \$180 million with Civil Service staffing exceeding 600.

## 3.0 FUNCTIONAL RESPONSIBILITIES

### Leadership and Management Oversight:

#### Director

- Manages Dryden Flight Research Center.
- Formulates and prepares policy.
- Provides Strategic Planning and Leadership.
- Conducts research in a safe and efficient manner.

#### Deputy Director

- Manages Dryden Flight Research Center in the absence of the Center Director.
- Formulates and prepares policy.
- Provides Strategic Planning and Leadership.
- Conducts research in a safe and efficient manner.

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

- Maintains staffing plans and strategy.
- Provides Center budget oversight.
- DFRC Competition Advocate
- Center Ombudsman

#### **Associate Director**

- Manages DFRC in the absence of the Center Director and Deputy Center Director
- Formulates and prepares policy
- Provides Strategic Planning and Leadership.
- Institutional Initiatives Oversight.
- Maintains staffing plans and strategy.
- Center Export Control Administrator.
- DFRC Competition Advocate.
- DFRC Position Management Official.
- Official Liaison for elected officials.
- Management Representative DFRC Management System.

#### **Associate Director for Operations**

- Formulates policy, program implementation, and management of operational functions at the request of the Center Director.
- Assists the Center Director in ensuring effective Center Operations through program assessments, special reviews, and management directives.

#### **Aeronautics R&T Program Manager (Associate Director for Planning)**

- Provides the interface between Dryden and the Programs Division of the Aero-Space Technology Enterprise.
- Prepares Center Implementation Plan.
- Provides leadership for overall Center planning and advocacy.
- Aeronautics and Space Transportation Technology Advisory Committee-Flight Research Subcommittee review.

#### **Flight Research R&T Program Manager (Deputy)**

- Prepares the Flight Research Program Plan and coordinates budget, staffing, and milestones with relationship to the Program Plan.

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

- Plans and coordinates reviews of the Flight Research Program, including the bi-yearly Lead Center Program Management Review.

### **Chief Information Officer**

- Formulates policy and provides management oversight for DFRC Information Technology (IT) program, IT Standards, IT acquisitions, and IT budget.
- Oversees DFRC IT Security Program and is a Designated Approval Authority for National Security Systems.
- Insures that DFRC is in compliance with the Information Technology Management Reform Act of 1996 (Clinger/Cohen Act) and its derivative policies and standards.

### **Staff Offices**

#### **Administrative Operations Specialist**

- Provides direction to the administrative staff and oversight to administrative functions of the Office
- Provides protocol support

#### **Assistant to the Associate Director**

- Export Control Administrator
- Provides specialized support to the Associate Director in the areas of Continual Improvement, and Employee Relations

#### **External Affairs Officer**

- Overall direction of the Center's External Affairs Program and Legislative Affairs activities.
- Interfaces with national, state and local legislators, NASA Headquarters, field centers, other government organizations, industry, air and trade shows, aerospace publications, aerospace societies and museums.
- Dryden Point of Contact for Congressional Correspondence and Inquiries.

#### **Employee Assistance Program**

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

- Provides services for employees experiencing mental health, substance abuse or job-related problems affecting job performance.
- Provides consultation and advisement to management on use of and referral to EAP for employees.

#### **Chief Scientist**

- Provides oversight, and guidance, to research engineers, scientists, and technical disciplinary managers.
- Provides advice to senior Agency and Center management on technical program balance among disciplines and changes to the ground and flight programs to increase technical validity and data utility.
- Conceives and articulates the objectives for future flight programs.

#### **Chief Engineer**

- Assures that sound engineering principles are used in the conduct of experimental flight research.
- Conduct independent engineering reviews to assure safe adherence to flight research engineering principles.
- Chair airworthiness and flight safety review board to assure management risk acceptance.

#### **IFMP Program Director**

- Manages the Center implementation of the Agency's Integrated Financial Management Program (Phase I and II)
- Provides leadership for management of Dryden business systems.

#### **Management System Support Office**

##### **ISO 9000 Program Manager**

##### **Audit Manager**

##### **Documentation Manager**

- Provides day-to-day support to the Management Representative for development, implementation, verification,

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

maintenance, and management review of the Dryden Management System.

- Administers all aspects of Dryden's Internal Assessment and Corrective Action and Opportunity for Improvement programs.
- Administers all aspects of Dryden's Interactive Document Management System.

#### **Medical Officer (Flight Surgeon)**

- Plans, implements, and oversees all DFRC medical programs including emergency medical response, occupational health, aerospace medicine, travel medicine, preventive health, and health education.

**Management Assistant**  
**Office Services Assistant**  
**Secretary – Center/Deputy Center Director**  
**Secretary – Associate Director**

- Provide clerical and administrative services to the Directors and staff of the organization
- Provide timekeeping services and support

#### **Technical Assistant**

- Conducts technical reviews of documentation
- Assists the Flight Research R&T Program Manager

### **4.0 MANAGEMENT SYSTEM OBJECTIVES**

- Provide flight research products and services that meet or exceed customer requirements.
- Provide safe and timely flight and mission operations that meet or exceed customer requirements.
- Provide modern, state-of-the-art, facilities which meet or exceed customer requirements for supporting flight and mission operations.
- Develop a highly motivated and skilled workforce necessary to satisfy customer requirements.

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

In order to achieve these objectives, Dryden Flight Research Center is dedicated to aggressive programs for safety, product and service quality, and continual improvement of its management system and associated processes. Dryden strives to satisfy its customers through an integrated application of its resources. Through such efforts, Dryden's customers are known, their requirements understood, and their satisfaction with the products and services we provide are guaranteed. We achieve these objectives for the betterment of our society and our environment.

## **5.0 COLLATERAL OBJECTIVES**

- 100% Customer satisfaction
- Safe conduct of atmospheric flight research
- Manage and maintain a highly skilled and motivated workforce

## **6.0 SUPPORT AGREEMENTS**

This section defines the working agreements established for the Office of the Center Director

1. AFFTC/DFRC Alliance MOU
2. Dryden Organizational Manual section VI and VII

## **7.0 PERFORMANCE INDICATORS**

- Results of customer surveys or letters of performance for support provided by the Dryden Flight Research Center and its organizations
- Number of accidents and incidents effecting safety of flight and human safety.
- Level of impact to Dryden missions due to failure of facilities or systems
- Complement level as authorized.

## **8.0 PROCEDURES LIST**

All DCPs in the IDMS are included by reference. The DCPs listed below are especially important to conducting business within the Office of the Center Director.

DCP-C-050	Budget Formulation, Develop Center Budget
DCP-E-001	Equal Employment Issues
DCP-E-002	Discrimination Complaints
DCP-F-600	Management of new DFRC Dryden Policy Directives (DPDs)
DCP-J-001	Foreign National Visit Requests
DCP-S-035	Emergency Preparedness Plan

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY



DCP-S-042	Earthquake Plan
DCP-X-002	Export Control
DCP-X-003	Employee Driven & Customer Comment Corrective and Preventative Action
DCP-X-005	Management System Internal Audit
DCP-X-006	Edwards Alliance Opportunities
DCP-X-007	Document Control
DCP-X-008	Tech Brief and Mini-Tech Brief
DCP-X-009	AFSRB
DCP-X-010	Planning Board Scheduling Process
DCP-X-011	Documentation Review
DCP-X-012	Official Visits to the Center
DCP-X-013	Management of Management System Records
DCP-X-015	Management Review
DCP-X-016	Critical Issues
DCP-X-018	Handling Congressional Correspondence Received via Headquarters Legislative Affairs Inquires Division (Code ID)
DCP-X-019	Handling Congressional Correspondence Received via Direct Contact by Congress

DOPs listed below are internal procedures required for performing services listed in section 4.0 of this document

DOP-X-100	Delegation of an Acting Center Director
DOP-X-101	Acquiring Signature from Center Director for Correspondence and other Documentation
DOP-X-102	Handling Mail for the Center Director and Deputy Center Director
DOP-X-103	MSSO Document Preparation & Control
DHB-X-001	Airworthiness and Flight Safety Review and Flight Readiness Review Guidelines

For a complete list of current documents refer to the Master List at  
<http://xnet.dfrc.nasa.gov/iso9000/>

## **9.0 EXTERNAL AGREEMENTS**

Interagency Agreements and Database is maintained by and available in Code L.

## **10.0 TRAINING**

Training template and record DFRC 78 is maintained by and available in Code X.

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY

## **11.0 EXTERNAL DOCUMENTS**

External documentation template DFRC 82 is maintained by and available in Code X.

## **12.0 RECORDS**

Records template and DFRC 79 is maintained by and available in Code X.

CHECK THE MASTER LIST at  
<http://xnet.dfrc.nasa.gov/iso9000/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE  
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY